

**GPRA DATA COLLECTION INSTRUCTIONS
TRADE ADJUSTMENT ASSISTANCE CENTERS**

Headquarters or regional personnel will complete the following information prior to sending the form to the recipient. The Investment Recipient will update or complete the following as necessary. If there is not sufficient space on the data collection form, you may use additional pages with the EDA project number, date of award, and reporting period at the top of each page.

1. **Recipient Name:** Legal name of the Recipient.
2. **Full Address:** Physical address of the Recipient including city, state and zip. Include mailing address if different.
3. **Authorized Contact:** Person to contact regarding this report. Include the telephone number, if different from Recipient.
4. **Telephone:** Telephone number, including area code. **Fax:** Facsimile number, including area code.
5. **E-mail Address:** Internet address of authorized contact using the following format, (name@organization.com).
6. **Project Number:** As reflected in OPCS.
7. **Award Date:** As reflected in OPCS.

Definition:

Taking action as a result of the assistance facilitated means to implement an aspect of the trade adjustment assistance provided by the Trade Adjustment Assistance Centers. The Trade Adjustment Assistance Centers provide three main types of assistance to firms: help in preparing petitions for certification¹ (which must be approved by EDA), analysis of the firm's strengths and weaknesses and development of an adjustment strategy, and in-depth assistance for implementation of the strategy.

¹ Only petitions for certification that are actually approved can be counted

Burden Statement: Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number 0610-0098 Expires 06/30/2005. The public reporting burden for this collection is estimated to average 7 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Economic Development Administration, Herbert C. Hoover Building, Washington, DC, 20230, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.
